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25 YEAR RE-REVIEW

6 August 1953

MEMORANDUM FOR: Deputy Director of Training (General)

FROM : Chief, Plans & Policy Staff

SUBJECT : Weekly Activities Report--Period-- 31 July - 6 August 1953

1. Project 52-37, Collection Manual. Largely in abeyance.
2. Project 52-51, Registrar Reporting. A memorandum for the record following conference with the Registrar is in process. Related to this project is one conducted by P & P Staff, TR(S) on the development of IBM facilities for the preparation of statistics. Upon invitation by Chief of that staff, a member of S/PP, TR(G) has attended a conference on this subject. While the latter does not wish to oppose the resultant recommendations, he is not prepared to endorse them.
3. Project 52-68, Active Duty Mobilization Training of G-2 Designees with CIA (Transferred to SS/OTR). [redacted] reported to O/TR on 3 August for a fifteen-day tour of active duty with the Agency. He was received by the DD/TRG and taken to his duSTATSPEC assignment with [redacted]. 25X1
4. Project 53-6, CIA Regulation on Management Training. In process.
5. Project 53-13, Glossary of Intelligence Terminology. [redacted] speaking for the DDP Training Committee advised that a favorable reception has been given to the first tentative edition of the Glossary among the twenty DDP personnel to whom it had been disseminated. It appears there is universal agreement regarding the need for such a document; however, some criticism can be expected regarding substance. The general consensus is that more alternate entries should be included in the Glossary in order to make it of greater use to its recipients. DDP comments are due to [redacted] on 7 August. These will reach O/TR as they have been consolidated and considered by the DDP Training Committee. 25X1
6. Project 53-35, Career Development Slots. Action is being taken by the staff of the Executive Secretary of the Career Service Board to notify the various offices of the Agency who are now encumbering

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rotation loan slots as to the procedures to be put into effect immediately for obtaining approval for the allotment for Career Development Slots. O/TR has been requested to initiate simultaneous action to disencumber those JOT slots which do not represent appropriate use. This action is held up pending the receipt, from the Office of Personnel, of the slot memorandum being used for the above purpose in order that the two announcements will be consistent.

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- 7. Project 53-38, Jackson Committee Report. [redacted] arranged a meeting with S/PP and [redacted] to consider a draft proposal of the [redacted] to put into effect certain training provision of the Jackson Committee Report. Action will proceed on this project upon the return of [redacted] from annual leave on 14 August 1953.
- 8. Project 53-42, O/TR Publications Committee. At a meeting of the temporary committee on 31 July, it was agreed that each member would undertake to prepare a redraft of a proposed regulation on O/TR publications. This effort is in process.
- 9. Project 53-43, I G Inspection of O/TR. Initial presentation of "Survey of the Office of Training" materials for I G, consisting of (1) General Statement, (2) Appendix #1, Organization, Responsibilities, and Regulatory Issuances, and (3) Appendix #2, Office of Training Budget for FY 1954 and FY 1955, have been completed and transmitted this date to D/TR.
- 10. S/PP is now in process of renovating the project files. The material in each project folder is reviewed, duplicates destroyed, and all of the correspondence is tabbed and arranged in chronological order. A list of contents is then prepared and placed in the front of the folder.

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